

**FREDERICK COUNTY
DEVELOPMENT REVIEW OUTREACH MEETING
Session # 40
30 North Market Street, Training Room
July 25, 2008**

MEETING MINUTES

Prior Meeting Minutes: Minutes from the previous meeting and the current agenda were available to the group. These items will also be posted on the website (www.frederick.co.md) for this and subsequent meetings.

Staffing: Betsy Smith provided an update on our staffing issues:

- Director, Planning – The position of Director of Planning for Development Review is currently advertised and will remain open until filled – Gary Hessong will be conducting interviews for this position.
- Environmental Planner – HR will be advertising this position in the near future. This position will be for the management of the FRO duties.
- Engineering Manager – This position was not filled and is “frozen” for FY09 due to budget constraints.
- Planner I – HR will be advertising this position in the near future. This position is mainly for the Minor Subdivision duties.
- Christine Graham will be assigned to IIT to assist in scanning project documents. She will be located in the DPDR office at 30 N. Market Street.
- Questions or concerns regarding administrative issues should be directed to Betsy Smith or Gary Hessong . Questions or concerns regarding subdivision issues should be directed to Mike Wilkins.

Customer Service Counter: Betsy again requested that customers share with us any problems or concerns as they arise.

- The plat recordation fee must be a check made payable to the Clerk of the Court. We can no longer accept cash for this function.
- Items for drop-off must not have any outstanding fees and there must not be a check for fees in the package. Items brought in by Couriers should not include fees unless they are able to wait for the project to be processed and fees paid.
- All application forms must be completed in their entirety, including signatures, prior to submittal.
- Kim made available the new Improvement Plan applications and checklists. These are also available on the web (www.frederick.co.md).

Hansen Reporting:

- On-line reports/Comment Letters have been updated and staff is continuing to work on additional improvements. The new report format shows status, expired comments, required additional fees, and sorts with expired comments at the bottom of the report. Forward any comments or problems with the on-line

Development Review reporting to Carol Pereschuk (301-600-2330) or cpereschuk@fredco-md.net.

- Applicants requested to see the fee breakdown in the Hansen report. Staff will discuss with IIT how to accomplish this.
- Changes in Hansen for Engineering projects should be completed by September. These changes will mostly assist in the intake and County processing of plans. There should not be other significant changes impacting Surveyors and Engineers.

ECS Changes:

- Rick Masser will be taking on additional field duties, including management of inspections.
- Current procedure for grading permit is to submit cost estimate and signed SCD prints when the Improvement Plan mylars are submitted for signature. If it has been more than a few months since SCD signed the mylars, ECS may have the SCD signed prints on file. Additional changes to clarify the grading permit application process will be implemented this winter.
- Intake of grading permit applications at the Customer Service Counter is in the planning stages, following process changes.
- Rick Masser stated that ECS would like to hold work-group sessions with Contractors to go over the issues that are occurring in the field similar to the work group that meets for SWM As-Builts.
- Rick informed the group that there have not been any changes in the process, only in the workload functions. The process changes will be shared with the development community as they are to be implemented.
- ECS has developed new Performance Agreement Forms that are to be used starting August 1, 2008. Any of the old forms that are already in the system are fine and, on a case-by-case basis, exceptions may be made for ones that are in the process of being signed.
- It was made clear that at this time, the Applicant is responsible for tracking their SWM renewal date. ECS is working on establishing a process by which Applicants will receive a 60 day notification letter informing them that their permit is about to expire. For the projects that have been open for years and have multiple years of renewal fees due, staff is looking at alternative solutions but currently the Code requires that these fees be paid. One solution that has been discussed is creating a "Grading Permit Maintenance Fee"; it would be a minimum fee/year to keep it active. Once the site is stabilized, the Applicant would pay this fee since inspections aren't necessary until work on the facility resumes.
- For questions regarding renewal fees, speak with Rhonda Greenholtz (301-600-1132).
- Betsy's goal is to finalize resolution of these issues prior to July 1, 2009.

SWM: Betsy informed the group that as MDE is the lead agency in the anticipated changes to the State Law, interested parties should visit the MDE website for updates. She added that MDE will likely require environmental site design which may also include the need to address how SEC measures are coordinated with these site designs. This may require concept plans which would need to obtain County and SCD approvals.

Bike Lanes: Five foot (5') bike lanes will be required and will be a condition on Preliminary Plans and some Improvement Plans. The bike lanes are primarily located on collector roads; subdivisions have not been discussed at this time. A map showing the bike lanes is attached.

Revised Unit Costs: ECS is in the process of re-analyzing whether or not that Unit Costs are the best mechanism for establishing required fees. The goal is to have revised fees in place by July 1, 2009. Staff is working on a policy to determine the duration of cost estimate approvals.

Sight Distance Analysis: DPDR has never had a formal policy – we had been using guidelines established in 1993. In order to maintain consistency in reviews, we will be following AASHTO criteria (Chapters 3 & 9) for stopping and intersection sight distance. Minor subdivisions will be required to provide stopping sight distance and commercial entrances and new street intersections will be required to provide stopping and intersection sight distance.

We will consider grandfathering plans currently under review on a case-by-case basis.

Sight distance analysis is not currently required with the first submission but the more information that is provided as early as possible in the process, the more complete the review.

DPDR is currently developing a standard form for the evaluation of sight distance and the submittal of that information.

Digital Submissions : Nikki Martin and Sam Householder related the purpose of implementing digital submissions is to improve land management and develop our GIS information. They proceeded to go over some of the particulars:

- It is currently a voluntary submission
- The data will not be redistributed
- Project should be in NAD 83/MD State plane datum
- Should be able to view on-line in the future; we are working to make this an on-line tool for escrow accounts, as well
- Digital submissions can be done by e-mail or on CD including color renderings
- Point of contact is Nikki Martin (301-600-1136) or at vemartin@fredco-md.net
- When fully developed, the County will issue the layering schemes that are desired and will be based on National CADD Standards

Consultants present expressed concern that minor subdivisions are not required by Code to be in MD State Plane Grid. They further stated that it could be quite costly to do so. Since Frederick County has no control system, it is very difficult to accomplish this for minor subdivisions.

Roads and Streets Design Manual: Kathy Hall is the contact person and will forward any thoughts or comments to the working group that includes DOLS, Comp Planning and DPW.

Open Discussion:

- There is no current re-write of the Subdivision Regulations scheduled; only the Comprehensive Plan, Zoning Ordinance and APFO are being revised at this time. Regarding the Zoning Ordinance, they are working on one section at a time and they are starting with Agricultural zone.
- Comprehensive Plan Public Meetings should begin this fall.
- At the next Outreach Meeting, the group would like an update from DUSWME on projects, processes and plans for the future.
- Mike Wilkins has no timeframe for the FRO procedure changes.
- The group would like for the County to form a workgroup to discuss policies and changes to procedures. Most immediate are changes in Hansen
- Wet Season – The Development community is concerned about projects that won't perc; current processes require that a great deal of money be spent up front, that there is so much back and forth with the Health Department just to get the percs; add in the FRO for small subdivisions; if the project needs FcPc approval and they can't perc without DPDR approval – they are requesting changes in the process that the Health Department is on board with. Betsy stated that with the new SWM regulations a concept plan may be required which may help with determining perc sites. She also said that that the Subdivision Regulations would have to change to be able to perc before FcPc approvals. She will get with Gary and George and organize a small working group to address these concerns.
- Common driveway for small subdivisions:
 - a. If under 5,000 sf of disturbance, no permits are required except for driveway apron.
 - b. If over 5,000 sf of disturbance, a plan is required that addresses SWM and SEC.
 - c. If built before a plat was recorded, provide photo documentation for a 12' driveway that is adequately stabilized as well as information regarding when the driveway was constructed.
- We will be working toward having the Performance Agreement and Deed information available in Hansen (long term project).

NEXT MEETING: Friday, October 24, 2008